DOCUMENT RESUME

ED 118 831 95 CE 006 372

TITLE Selected Bibliographic Survey of Resources for Community Services and Continuing Education.
INSTITUTION Maryland Univ., College Park. Univ. Coll.
SPONS AGENCY Office of Education (DHEW), Washington, D.C.
PUB DATE [75]
NOTE 33p.; Prepared by the Division of Conferences and Institutes for the Maryland Community Services and Continuing Education Project

EDRS PRICE MF-$0.83 HC-$2.06 Plus Postage
DESCRIPTORS *Adult Education; *Bibliographies; *Community Development; *Community Services
IDENTIFIERS *Community Services Continuing Education Project; Maryland

ABSTRACT

A bibliography of 114 books and 32 professional journals and periodicals found most useful to community services and continuing education (CS/CE) professionals working in higher education institutions in Maryland is presented. Books are listed alphabetically, and the subject category in which the contributor found the reference most useful is indicated. A summary grid identifies the books under 14 subject categories (administration/management, adult education methods, adult psychology/learning theory, community development services, current issues, evaluation, general adult education reference, group dynamics/leadership, organizational development, philosophy/history of adult and continuing education, professional and staff development, program development, research, and residential adult education). Persons contributing the reference materials are listed. It is stated that the bibliography will provide a valuable entry point into the literature relevant to the CS/CE field, but it is not meant to be exhaustive or comprehensive. (LH)

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SELECTED BIBLIOGRAPHIC SURVEY OF RESOURCES FOR COMMUNITY SERVICES AND CONTINUING EDUCATION

PREPARED BY:

BIBLIOGRAPHY TASK FORCE

MARYLAND COMMUNITY SERVICES/CONTINUING EDUCATION PROJECT

SPONSORED BY:

UNIVERSITY OF MARYLAND UNIVERSITY COLLEGE

FUNDED BY:

PROGRAM IMPACT OF TITLE I

HIGHER EDUCATION ACT OF 1965

CE006372

U S DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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Dear Colleague:

Enclosed are the results of the Bibliographic Survey of Resources for Community Services and Continuing Education (CS/CE). This survey is a result of the work of the Bibliography Task Force sponsored by the Maryland Project to Strengthen Community Services and Continuing Education which is partially funded by the Maryland State Agency for Title I, Program IMPACT.

The bibliographic materials that are included were gathered from CS/CE professionals working in higher education institutions within the state of Maryland. A survey was conducted in which these professionals were asked to submit the five bibliographic references that they felt have been the most useful to them in strengthening their skills and knowledge as practitioners in the field of community services and continuing education. Included in this packet of information are the following:

1. An alphabetical listing of all the resources indicating the subject categories in which the contributor found the reference to be most useful.

2. A grid designed to facilitate the identification of references in a certain subject category. This grid summarizes the references according to those broad subject categories in which the 36 contributors found the references to be most useful.

3. An alphabetical list of the professional journals and periodicals that the contributors felt were most helpful to them in their professional development.

4. A list of those persons who contributed reference materials.

The bibliographic references cited by those responding to the survey cover a wide variety of subject areas related to the CS/CE field and provide information on both practical and theoretical levels. The Task Force is hopeful that the bibliography resulting from this survey will provide a valuable entry point into the literature relevant to the CS/CE field. It is meant to serve as a guide primarily to those individuals within this area who are interested in what other professionals in this field read and refer to in their day-to-day activities. This bibliography is not meant to be exhaustive or comprehensive; but, instead, is meant to serve as a compendium of the "favorite" bibliographic materials of those professionals responding to this survey. If you have any questions regarding the survey or the bibliographic materials generated from it,

please contact the Project Coordinator, CS/CE Project, Conferences and Institutes Division, University of Maryland University College, University Boulevard at Adelphi Road, College Park, Maryland 20742.

The Bibliography Task Force for CS/CE wishes to thank all contributors to this project for their cooperation in presenting references compiled in this material.

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MARYLAND COMMUNITY SERVICES/CONTINUING EDUCATION PROJECT

SELECTED BIBLIOGRAPHIC SURVEY OF RESOURCES

1. Adult Education Association of the U.S.A. Commission on Planning Adult Learning Systems. Directory of Consultants for Planning Adult Learning Systems, Facilities and Environments. Washington, D.C. Adult Education Association of the U.S.A.

2. Adult Education Association of the U.S.A. Leadership pamphlets 1-18. Washington, D.C.: Adult Education Association of the U.S.A., 1955.

   P1 - How to Lead Discussions
   P2 - Planning Better Programs
   P3 - Taking Action in the Community
   P4 - Understanding How Groups Work
   P5 - How to Teach Adults
   P6 - How to Use Role Playing
   P7 - Supervision and Consultation
   P8 - Training Group Leaders
   P9 - Conducting Workshops and Institutes
   P10 - Working with Volunteers
   P11 - Conferences that Work
   P12 - Getting and Keeping Members
   P13 - Effective Public Relations
   P14 - Better Boards and Committees
   P15 - Streamlining Parliamentary Procedure
   P16 - Training in Human Relations
   P17 - Education for Aging
   P18 - Leading the Learning Group

3. Aker, George F., J.R. Kidd, Robert M. Smith (Eds.) Handbook of Adult Education. New York, NY: MacMillan Publishing Co., Inc. 1970. (Available from Adult Education Association of the U.S.A., Washington, D.C.).
   Subject Categories: all areas of adult education (10 year update).

4. Alford, Harold J. Continuing Education in Action. New York, New York: John Wiley & Sons, Inc. 1968.
   Subject Categories: origins of adult education, planning for continuing education facilities - and programming.

5. Alford, Harold J. A History of Residential Adult Education. Unpublished Doctoral Dissertation, University of Chicago, 1966.
   Subject Categories: residential adult education.

6. American Association of School Administrators. New Forms for Community Education. Arlington, Virginia: American Association of School Administrators, 1974.
   Subject Categories: program development, planning - renovating school facilities, staff development.

7. American Council on Education. Office of Governmental Relations. Financing Part-Time Students: The New Majority in Postsecondary Education. Report of the Committee on the Financing of Higher Education for Adult Students. Washington, D.C., 1974.
   Subject Categories: survey of part-time student population, finances, alternative strategies and delivery systems, counseling, administration.

8. American Hospital Association. Hospital Research and Educational Trust. Training and Continuing Education. Chicago, Illinois: American Hospital Association, 1970.

9. Anderson, Scarvia B., Samuel Ball, Richard T. Murphy, and Associates. Encyclopedia of Educational Evaluation. San Francisco, California: Jossey-Bass Publishers, Inc., 1975.
Subject Categories: concepts and techniques for evaluation education and training programs.

10. Argyris, Chris, and Donald A. Schon. Theory in Practice: Increasing Professional Effectiveness. San Francisco, California: Jossey-Bass Publishers, Inc., 1974.
Subject Categories: professional development, competency-oriented theory, administration/organization theories of action learning strategies.

11. Barzun, Jacques. The American University: How It Runs, Where It Is Going. New York, New York: Harper and Row Publishers, Inc., 1968.
Subject Categories: academic, administration and curricula revisions.

12. Bass, Bernard M. and James A. Vaughn. Training in Industry: The Management of Learning. Belmont, California: Wadsworth Publishing Company, Inc., 1966.
Subject Categories: the application of the learning process to training in industry.

13. Bass, Lawrence W. Management by Task Forces. Mt. Airy, Maryland: Lomond Systems, Inc., 1975.
Subject Categories: program development.

14. Bennis, Warren G., Kenneth D. Benne, Robert Chin (Eds.). The Planning of Change. New York, New York: Holt, Rinehart and Winston, Inc., 1969.
Subject Categories: program development, evaluation, community action ideas.

15. Bergevin, Paul et. al. Adult Education Procedures--A Handbook of Tested Patterns for Effective Participation. New York, New York: The Seabury Press, Inc., 1963.
Subject Categories: program planning, structuring workshops, educational research, educational techniques and methods.

16. Bergevin, Paul. A Philosophy for Adult Education. New York, New York: The Seabury Press, Inc., 1967.
Subject Categories: philosophy of adult education.

17. Bischof, Ledford J. Adult Psychology. New York, New York: Harper and Row Publishers, Inc., 1969.
Subject Categories: theory-background information.

18. Bittel, Lester R. What Every Supervisor Should Know. New York, New York: McGraw-Hill Book Company, 1968.
Subject Categories: teaching and group participation - management workshops and seminars (non-credit).

19. Bittel, Lester R. and Robert L. Craig. Training and Development Handbook. New York, New York: McGraw-Hill Book Company, Inc., 1967.
Subject Categories: development of on-job-training program, career education, resource reference.

20. Bradford, Leland P., Jack R. Gibb and Kenneth D. Benne. T-Group Theory and Laboratory Method. New York, New York: John Wiley & Sons, Inc., 1964.
Subject Categories: adult psychology/learning theory, group dynamics and leadership, adult education methods.

21. Burke, Warner. Conference Planning. Arlington, Virginia: NTL Institute, 1970.
Subject Categories: residential, program planning.

22. Chapman, Elwood N. Big Business: A Positive View. Englewood Cliffs, New Jersey: Prentice-Hall, Inc., 1972.
Subject Categories: teaching and group participation-management workshops and seminars (non-credit).

23. Chapman, Elwood N. The Supervisor's Survival Kit. Chicago, Illinois: Science Research Associates, 1970.
Subject Categories: teaching and group participation-management workshops and seminars (non-credit).

24. Chapman, Elwood N. Your Attitude is Showing: A Primer on Human Relations. Chicago, Illinois: Science Research Associates, 1972.
Subject Categories: teaching and group participation-management workshops and seminars (non-credit).

25. Cohen, Arthur M. and Associates. College Responses to Community Demands. San Francisco, California: Jossey-Bass Publishers, Inc., 1975.
Subject Categories: influence of government agencies; affirmative action; collective bargaining; teacher surpluses, declining enrollment and rising tuition; efforts to coordinate community services; expanding the market through programs for new students; funding sources; contradiction between the teaching function of community colleges and their so-called "new mission"--community service.

26. Coles, E.K. Townsend. "Universities and Adult Education." International Review of Education. Hamburg, Germany: UNESCO, Institute for Education, 1972.
Subject Categories: organizational attitudes, international.

27. Cooper, S.S. and May S. Hornback. Continuing Nursing Education. New York, New York: McGraw Hill Book Co., 1973.
Subject Categories: principles of adult education-continuing education in nursing, program development.

28. Cross, K. Patricia and Samuel B. Gould. Explorations in Non-Traditional Study. San Francisco, California: Jossey-Bass Publishers, Inc., 1972.
Subject Categories: program planning.

29. Cross K. Patricia, John R. Valley and Associates. Planning Non-Traditional Programs. San Francisco, California: Jossey-Bass Publishers, Inc., 1974.
Subject Categories: program planning-who wants to enroll in non-traditional programs? In what subjects? Opportunities available to part-time students and adults. How effective are the new technologies now being used?

30. Davies, Don. Citizen Participants In Education--Annotated Bibliography. New Haven, Connecticut: Center Institute for Responsive Education, 1974.
Subject Categories: program development, conference arrangements.

31. Department of Economic and Community Development. Community Development Administration. Maryland State Programs for Local Government. Annapolis, Maryland: 1973.
Subject Categories: community development.

32. Deppe, Donald. The Conference Director as a Boundary Definer. Unpublished Doctoral Dissertation. The University of Chicago, 1965.
Subject Categories: residential adult education.

33. Distasio, Patrick J., and Berry Greenberg. Community Services: A Center for Community Development, Community Services Working Papers, Number 3. Washington, D.C.: American Association of Community and Junior Colleges and W.K. Kellogg Foundation, 1969.
Subject Categories: community development/services.

34. Dressel, and Thompson. Independent Study. San Francisco, California: Jossey-Bass Publishers, Inc., 1973.

35. Fightmaster, Walter J. Establishing and Expanding a Community Service Program. Community Services Working Papers, Number 4: Effective Organization and Administration Practices. American Association of Community and Junior Colleges and W.K. Kellogg Foundation. Washington, D.C.: 1969.
Subject Categories: community development/services.

36. Glancy, Keith E. "The Continuing Education Unit: A New Tool for Adult Educators." Adult Leadership, Volume 20, Number 1. May, 1971.
Subject Categories: background information on Continuing Education Unit--to acquaint faculty and outside groups.

37. Gould, Samuel B. Diversity by Design. San Francisco, California: Jossey-Bass Publishers, Inc., 1973.
Subject Categories: program planning.

38. Gould, Samuel B. "Learning to Be." Commission on Non-Traditional Study. San Francisco, California: Jossey-Bass Publishers, Inc., 1972.

39. Grabowski, Stanley and W. Dean Mason. Learning for Aging. Washington, D.C.: Adult Education Association of the U.S.A., 1974.
Subject Categories: aging programs.

40. Grattan, C. Hartley. In Quest of Knowledge. New York, New York: Association Press, 1955.
Subject Categories: history.

41. Green, Peter and Larry Molloy. Community/School: Sharing the Space and Action. New York, New York: Educational Facilities Laboratories, Inc., 1973.
Subject Categories: program development and staff development.

42. Gross, Ronald and Judith Murphy. Educational Change and Architectural Consequences. New York, New York: Educational Facilities Laboratories, Inc., 1968.

43. Hanberry, Gerald C. Inventing the Future: Participatory Planning Process for Alternative Futures. Manuscript available. College Park, Maryland: Conferences and Institutes Division, University of Maryland University College, 1975.
Subject Categories: futures planning methodology with applications to individual life planning, organizational planning and citizen participation.

44. Harlacher, Ervin L. The Community Dimension of the Community College. Englewood Cliffs, New Jersey: Prentice-Hall, Inc., 1969.
Subject Categories: genesis and definition of community services (C.S.) program expansion, profile of C.S. programs, problems and issues--trustee, administration and faculty support, coordination, integration, identification of needs and interests, planning and evaluation, administration and supervision, resources and critical requirements for effective programs.

45. Havelock, Ronald G. A Guide to Innovation in Education. Ann Arbor, Michigan: The University of Michigan, 1970.
Subject Categories: planned change, action process for innovation.

46. Hendrickson, A. A Manual on Planning Educational Programs for Older Adults. Tallahassee, Florida: Florida State University, 1973.
Subject Categories: aging programs.

47. Hesburgh, Theodore M., Paul A. Miller, Clifton Wharton, Jr. Patterns in Lifelong Learning. San Francisco, California: Jossey-Bass Publishers, Inc., 1973.
Subject Categories: three explorations into how an institution of higher education can build systems of learning which institutionalize education as a lifelong process.

48. Houle, Cyril O. The Design of Education. San Francisco, California: Jossey-Bass Publishers, Inc., 1972.
Subject Categories: programming and planning, general program design, excellant annotated bibliography.

49. Houle, Cyril O. The External Degree. San Francisco, California: Jossey-Bass Publishers, Inc., 1973.
Subject Categories: non-traditional education--background, on-going programs, future movement, non-classroom educational programs, credit for experience.

50. Houle, Cyril O. The Inquiring Mind. Madison, Wisconsin: The University of Wisconsin Press, 1963.
Subject Categories: motivations of adults to participate in continuing education.

51. Houle, Cyril O. Residential Continuing Education. Syracuse, New York: Syracuse University Press, 1971.
Subject Categories: residential adult education.

52. Illich, Ivan. Deschooling Society. New York, New York: Harper & Row Publishers, Inc., 1970.
Subject Categories: learning approaches (webs), organizational arrangements, schooling, philosophy.

53. Kallen, Horace M. Philosophical Issues in Adult Education. Springfield, Illinois: Charles C. Thomas Publisher, 1962.
Subject Categories: philosophy.

54. Kelly, Thomas. A History of Adult Education in Great Britian. Liverpool, England: Liverpool University Press, 1962.
Subject Categories: history of adult education.

55. Kelly, T. (Ed.). Studies in Adult Education. Vol. 1, 1969, Vol. 2, 1970, Vol. 3, 1972. North Pomfret, Vermont: David and Charles, 1969-72.

56. Kidd, J.R. How Adults Learn. New York, New York: Association Press, 1959.
Subject Categories: the adult learner--physical and sensory capacities and changes. Teaching--learning transaction.

57. Klevins, Chester (Ed.). Material & Methods in Adult Education. New York, New York: Klevins Publications, 1972.
Subject Categories: techniques and methodology in adult education, new approaches, research.

58. Knapp, Edward K. New Extension Program Planning Techniques. (A Survey of Current Usage). Amherst, Massachusetts: University of Massachusetts Cooperative Extension Service, 1973.
Subject Categories: program development.

59. Knowles, Malcolm S. The Adult Education Movement in the United States. New York, New York: Holt, Rinehart and Winston, Inc., 1962.
Subject Categories: history of adult education.

60. Knowles, Malcolm S. The Adult Learner: A Neglected Species. Houston, Texas: Gulf Publishing Company, 1973.
Subject Categories: theories about teaching adults and their unique needs. Helpful in planning community service programs and orienting new instructors.

61. Knowles, Malcolm S. (Ed.). Handbook of Adult Education in the United States. Washington, D.C.: Adult Education Association of the U.S.A., 1960.
Subject Categories: general adult education reference.

62. Knowles, Malcolm S. and Hulda F. Knowles. Introduction to Group Dynamics. New York, New York: Association Press, 1972. (New and revised edition.)
Subject Categories: adult education research, group dynamics and leadership.

63. Knowles, Malcolm S. The Modern Practice of Adult Education: Andragogy Versus Pedagogy. New York, New York: Association Press, 1970.
Subject Categories: program planning and development, principles of adult education, program design, theory and evaluation.

64. Korim, Andrew S. Older Americans and Community Colleges: A Guide for Program Implementation. Washington, D.C.: American Association of Community and Junior Colleges, 1974.
Subject Categories: developing and implementing programs for the aging.

65. Lapides, Joseph. A Model for Regional Training for Head Start Services to Handicapped Children. College Park, Maryland: University of Maryland University College, Conferences and Institutes Division, Head Start Regional Resources Training Center, 1973.
Subject Categories: training format.

66. Lawson, Kenneth H. "The Justification of Objectives in Adult Education." Studies in Adult Education. Vol. 5 #1 (April 1973). London, England: David & Charles: Newton Abbot.
Subject Categories: educational objectives.

67. LeTarte, Clyde and Jack D. Minzey. Community Education: From Program to Process. Midland, Michigan: Pendell Publishing Company, 1972.

68. Lippitt, Ronald, et.al. The Dynamics of Planned Change. New York, New York: Harcourt, Brace Jovanovich, Inc., 1958.
Subject Categories: training from standpoint of change agent - deals with individuals, groups, and systems.

69. Lord, Charles B. "A Classification System for Continuing Education Programs." Adult Leadership. Vol. 20, No. 10, April, 1972.
Subject Categories: establishing a category of activities that may assist the reporting of program information.

70. Loring, Rosalind and Theodore Wells. Breakthrough: Women into Management. New York, New York: Van Nostrand Reinhold Company, 1972.
Subject Categories: upward mobility for women in higher-level positions, sexist--systems barriers to women.

71. Lysaught, Jerome P. From Abstracts into Action. New York, New York: McGraw-Hill Book Company, 1973.
Subject Categories: implications of studies for continuing education in nursing, recommendations for achievement of continuing education programs.

72. Mager, Robert F. Preparing Instructional Objectives. Palo Alto, California: Fearon Publishers, 1962.
Subject Categories: assist in education, program development.

73. Marien, Michael. Beyond the Carnegie Commission. Syracuse, New York: Syracuse University Research Corporation, 1972.
Subject Categories: program development policy issues--alternative approaches to space-time-credit environments to learning.

74. Meeth, L. Richard. Quality Education for Less Money. San Francisco, California: Jossey-Bass Publishers, Inc., 1974.
Subject Categories: cost analysis planning.

75. Melby, Ernest O. and Vasil M. Kerensky. Education II--The Social Imperative. Midland, Michigan: Pendell Publishing Company, 1971.

76. Miller, Richard I. Developing Programs for Faculty Evaluation: A Sourcebook. (Higher Education Series). San Francisco, California: Jossey-Bass Publishers, Inc., 1974.

77. Miller, Richard I. Evaluating Faculty Performance. (Higher Education Series). San Francisco, California: Jossey-Bass Publishers, Inc., 1972.
Subject Categories: general adult education reference, evaluation, administration and management.

78. Michigan State University. The Life Long University. East Lansing, Michigan: Michigan State University, 1973.
Subject Categories: university and institutional goals, policies and new methods for the education of adults.

79. Monroe, Charles R. The Profile of the Community College. San Francisco, California: Jossey-Bass Publishers, Inc., 1972.
Subject Categories: philosophy of community colleges.

80. Moore, William, Jr. Blind Man on a Freeway. San Francisco, California: Jossey-Bass Publishers, Inc., 1971.
Subject Categories: community college administration.

81. Myran, Gundar A. Community Services: An Emerging Challenge for the Community College. Community Services Working Papers Number 1: American Association of Community and Junior Colleges. Washington, D.C. and W.K. Kellogg Foundation, 1969.
Subject Categories: community development/services, administration and management.

82. Myran, Gundar A. Community Services in the Community College. Washington, D.C.: American Association of Community and Junior Colleges, 1969.
Subject Categories: community services: organization and operation of.
Explaining role of community services in a community college to the uninitiated.

83. Nadler, Leonard. Developing Human Resources. Houston, Texas: Gulf Publishing Company, 1971.
Subject Categories: adult psychology and learning theory, professional and staff development.

84. National Association of Public Continuing and Adult Education. Treasury of Techniques for Teaching Adults. Washington, D.C.: NAPCAE, 1964.
Subject Categories: teaching adults, program development.

85. National Center for Educational Statistics. Higher Education: Education Directory. Washington, D.C.: U.S. Government Printing Office (yearly).
Subject Categories: administration, program development and planning.

86. National Center for Voluntary Action. Clearinghouse Green Sheets. Washington, D.C.: National Center for Voluntary Action, 1974.
Subject Categories: order lists of resource groups and publications related directly and indirectly to volunteerism.

87. National University Extension Association. National Task Force on the Continuing Education Unit. The Continuing Education Unit: Criteria and Guidelines. Washington, D.C.: NUEA, 1974.
Subject Categories: continuing education unit.

88. Never Too Old To Learn. New York, New York: Academy for Educational Development, Inc., 1974.
Subject Categories: education of older americans.

89. Otto, Frederick F. An Analysis of the Present Status of Community Services Programs Offered by the Public Community Colleges in Maryland. Unpublished Doctoral Dissertation. The George Washington University, 1973.

90. Pfeiffer, William J. and John E. Jones. A Handbook of Structured Experiences for Human Relations Training. Vols. I, II, III and IV. La Jolla, California: University Associates Publishers and Consultants, 1971-74.
Subject Categories: training, games, simulations.

91. Pfeiffer, William J. and John E. Jones. The 1973 Annual Handbook for Group Facilitators. La Jolla, California: University Associates Publishers and Consultants, 1973.
Subject Categories: training, activities, concepts.

92. Popiel, Elda S. Nursing and the Process of Continuing Education. St. Louis, Missouri: The C.V. Mosby Company, 1973.
Subject Categories: defining and discussing issues in nursing continuing education, program development, evaluation.

93. Proceedings: National Conference on Program Development for and with Deaf People. College Park, Maryland: University of Maryland Cooperative Extension Service, 1973.
Subject Categories: program development.

94. Raines, Max R. A Community Services Inventory for Community Colleges. East Lansing, Michigan: Michigan State University, 1969.
Subject Categories: community services development and effectiveness.

95. Schacht, Robert H. Residential Adult Education: An Analysis and Interpretation. Unpublished Doctoral Dissertation. University of Wisconsin, 1957.
Subject Categories: residential adult education.

96. Shaw, Nathan C. (Ed.). Administration of Continuing Education--A Guide for Administrators. Washington, D.C.: National Association of Public Continuing and Adult Education, 1969.
Subject Categories: general reference.

97. Shaw, Nathan C. Community Involvement: A Leadership Responsibility for Community Services. Community Services Working Papers Number 5: Mobilizing College and Community Resources. American Association of Community and Junior Colleges. Washington, D.C. and W.K. Kellogg Foundation, 1970.
Subject Categories: community development/services, administration and management.

98. Spiegel, Hans B.C. Citizen Participation in Urban Development. Vols. I, II & III. Arlington, Virginia: NTL Institute for Applied Behavioral Science, 1968.
Subject Categories: community development/services, current issues-program planning and development.

99. Striner, Herbert E. Continuing Education as a National Capital Investment. Kalamazoo, Michigan: The W.E. UpJohn Institute for Employment Research, 1972.
Subject Categories: history and analysis of national models of continuing education--manpower development.

100. Thayer, Frederick C. An End to Hierarchy! An End to Competition. New York, New York: New Viewpoints, Division of Franklin Watts, Inc., 1973.
Subject Categories: organizational development, participatory planning program development, community development.

101. Thompson, Frances C. (Ed.). The New York Times Guide to Continuing Education in America. New York, New York: Quadrangle Books, Inc., 1972.
Subject Categories: guide for adults seeking to continue their education. Lists all colleges-state by state and programs offered.

102. Thornton, James W., Jr. The Community Junior College. New York, New York: John Wiley & Sons, Inc., 1960-66.
Subject Categories: general reference.

103. Tough, Allen M. The Adult's Learning Projects: A Fresh Approach to Theory and Practice in Adult Learning. Toronto, Canada: Ontario Institute for Studies in Education, 1971.
Subject Categories: adult education research.

104. Tracey, William R. Designing Training and Development Systems. New York, New York: American Management Association, 1971.
Subject Categories: the systems approach to training and development.

105. Traicoff, George. Obtaining Financial Support for Community Services Programs. Community Services Working Papers Number 2. Washington, D.C.: American Association of Community and Junior Colleges and W.K. Kellogg Foundation, 1969.
Subject Categories: community development/services, administration and management.

106. U.S. Department of Health, Education and Welfare. Health Services Administration Regional Medical Programs. Fostering the Growing Need to Learn. Rockville, Maryland: Government Printing Office, 1974.
Subject Categories: monographs and annotated bibliography on continuing education and health manpower.

107. U.S. Department of Agriculture. 1974 Yearbook of Agriculture: Shopper's Guide. Washington, D.C.: Government Printing Office, 1974.
Subject Categories: consumer education.

108. U.S. Office of the Federal Register. National Archives and Records Service. Federal Register Daily. Washington, D.C.: Government Printing Office.
Subject Categories: program planning and administration.

109. U.S. Department of Labor. Women's Bureau. Continuing Education for Women: Current Developments. Washington, D.C.: Government Printing Office, 1974.
Subject Categories: continuing education for women.

110. Vermilye, Dyckman W. Current Issues in Higher Education. San Francisco, California: Jossey-Bass Publishers, Inc., 1973.

111. Vermilye, Dyckman W. The Future in the Making: Current Issues in Higher Education. San Francisco, California: Jossey-Bass Publishers, Inc., 1973.
Subject Categories: forecasting educational goals and objectives, selecting academic priorities.

112. Verner, Coolie. Adult Education. New York, New York: Center for Applied Research in Education, Inc., 1964.
Subject Categories: broad perspective on adult education, including kinds of learning appropriate for adults, methods and teaching techniques, and administration and supervision of adult programs.

113. Wells, Reese (Ed.). "Lifelong Learning." Journal of Research and Development in Education. VII, No. 4 (Summer, 1974). Athens, Georgia: College of Education, University of Georgia, 1974.
Subject Categories: "Lifelong Learning: Pressures for Acceptance"
"Higher Education and Lifelong Learning"
"Governmental Roles in Lifelong Learning"
"Community Adult Education in Lifelong Learning"
"Remediation as a Lifelong Learning Activity"
"Impact of Lifelong Learning on the Professionalization of Adult Education"
"Aging and Lifelong Learning"
"Technology and Lifelong Learning"
"Lifelong Learning in Churches and Synagogues"
"The Coming of Age in Lifelong Learning"

114. Wrenn, C. Gilbert. The World of the Contemporary Counselor. Boston, Massachusetts: Houghton Mifflin Company, 1973.
Subject Categories: practical ideas--theory.

MARYLAND COMMUNITY SERVICES/CONTINUING EDUCATION PROJECT

SUMMARY GRID OF SELECTED BIBLIOGRAPHIC RESOURCES

This grid is provided to help you identify those contributed resources within particular subject areas. The subject areas within which these resources are checked (X) are only those categories which had been cited by the contributors as being useful to them in their professional activities. Because of this, it is probable that many references cited may also be useful in, or cover other subject categories besides those checked. You are, therefore, advised to refer to this summary grid as a rough guide to identify how each reference may be helpful to you. You may discover that in your particular situation certain references may be valuable to you in an entirely different manner than that suggested from this summary grid.

	Administration/Management	Adult Education Methods	Adult Psychology/Learning Theory	Community Development Services	Current Issues	Evaluation	General Adult Education Reference	Group Dynamics/Leadership	Organizational Development	Philosophy/History of Adult and Continuing Education	Professional & Staff Development	Program Development	Research	Residential A.E.
Adult Ed. Association of the USA Directory of Consultants for Planning Adult Learning Sys., Facilities and Environments						X								
Adult Ed. Association of the USA Leadership pamphlets 1-18	X					X	X							
Aker, George F., J.R. Kidd, Robert M. Smith Handbook of Adult Education						X								
Alford, Harold J. Continuing Education in Action	X								X			X		X
Alford, Harold J. A History of Residential Adult Ed.									X					X
American Assoc. of School Administrators New Form for Community Education	X			X							X	X		
American Council on Education Financing Part-Time Students: The New Majority in Postsecondary Ed.														
American Hospital Association Training and Continuing Education														
Anderson, Scarvia B., Samuel Ball, Richard T. Murphy, and Assoc. Encyclopedia of Ed. Evaluation						X								
Argyris, Chris and Donald A. Schon Theory in Practice: Increasing Professional Effectiveness								X		X				

	Administration/Management	Adult Education Methods	Adult Psychology/Learning Theory	Community Development Services	Current Issues	Evaluation	General Adult Education Reference	Group Dynamics/Leadership	Organizational Development	Philosophy/History of Adult and Continuing Education	Professional & Staff Development	Program Development	Research	Residential A.E.
Barzun, Jacques The American University: How It Runs, Where It Is Going.	X							X						
Bass, Lawrence W. Management by Task Forces.	X										X			
Bass, Bernard M. and James A. Vaughn Training in Industry: The Management.		X									X			
Bergevin, Paul Adult Ed. Procedures--A Handbook of Tested Patterns for Effective Participation.		X												
Bergevin, Paul A Philosophy for Adult Education									X					
Bennis, Warren G., Kenneth D. Benne, Robert Chin The Planning of Change.														
Bischof, Ledford J. Adult Psychology.			X											
Bittel, Lester R. What Every Supervisor Should Know.		X					X					X		
Bittel, Lester R. and Robert L. Craig Training and Development Handbook.										X	X			
Bradford, Leland P., Jack R. Gibb and Kenneth D. Benne T-Group Theory and Lab. Method.		X	X				X							

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Burke, Warner Conference Planning.		X									X		X	
Chapman, Elwood N. Big Business: A Positive View		X					X				X			
Chapman, Elwood N. The Supervisor's Survival Kit.		X					X				X			
Chapman, Elwood N. Your Attitude is Showing: A Primer on Human Relations.		X					X				X			
Cohen, Arthur M. and Associates College Responses to Community Demands.				X	X									
Coles, E. K. Townsend "Universities and Adult Education" Inter. Review of Education.								X						
Cooper, S.S. and May S. Hornback Continuing Nursing Education.		X									X			
Cross, K. Patricia and Samuel B. Gould Explorations in Non-Trad. Study.		X									X			
Cross, K. Patricia, John R. Valley and Associates Planning Non-Trad. Programs.		X									X			
Davies, Don Citizen Participants In Education--Annotated Bibliography.	X										X		X	

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Dept. of Econ. and Comm. Development Maryland State Programs for Local Government.														
Deppe, Donald The Conference Director as a Boundary Definer.													X	
Distasio, Patrick J., and Berry Greenberg Comm. Svs.: A Center for Community Development.				X										
Dressel and Thompson Independent Study.											X			
Fightmaster, Walter J. Comm. Svs. Working Papers No. 4: Effective Organization and Admin. Practices.	X			X										
Glancy, Keith E. "The Continuing Education Unit: A New Tool for Adult Educators" Adult Leadership.					X									
Gould, Samuel B. Diversity by Design.											X			
Gould, Samuel B. "Learning to Be" Commission on Non-Traditional Study.														
Grabowski, Stanley and W. Dean Mason Learning for Aging.											X			
Grattan, C. Hartley In Quest of Knowledge.									X					

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Green, Peter and Larry Molloy Comm/School: Sharing the Space and Action.				X							X	X		
Gross, Ronald and Judith Murphy Educational Change and Architectural Consequences.									X					
Hanberry, Gerald C. Inventing the Future: Participatory Planning Process for Alternative Futures.					X				X			X		
Harlacher, Ervin L. The Community Dimension of the Community College.	X			X					X					
Havelock, Ronald G. A Guide to Innovation in Education.														
Henderickson, Dr. A. A Manual on Planning Educational Programs for Older Adults.												X		
Hesburgh, Theodore M., Paul A. Miller, Clifton Wharton, Jr. Patterns in Lifelong Learning.					X									
Houle, Cyril O. The Design of Education.		X					X					X	X	
Houle, Cyril O. The External Degree.					X									
Houle, Cyril O. The Inquiring Mind.			X											

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Houle, Cyril O. Residential Continuing Education.														X
Illich, Ivan Deschooling Society.										X				
Kallen, Horace M. Philosophical Issues in Adult Education.										X				
Kelly, Thomas A History of Adult Education in Great Britian.										X				
Kelly, T. Studies in Adult Education.														
Kidd, J. R. How Adults Learn.			X											
Klevins, Chester Material & Methods in Adult Education.		X											X	
Knapp, Edward K. New Extension Program Planning Techniques.												X		
Knowles, Malcolm S. The Adult Education Movement in the United States.										X				
Knowles, Malcolm S. The Adult Learner: A Neglected Species.		X	X	X				X				X		

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Knowles, Malcolm S. Handbook of Adult education in the United States.							X							
Knowles, Malcolm S. and Hilda F. Knowles Introduction to Group Dynamics.								X					X	
Knowles, Malcolm S. The Modern Practice of Adult Education: Andragogy Versus Pedagogy.		X				X						X		
Korim, Andrew S. Older Americans and Community Coll.: A Guide for Program Implementation.												X		
Lapides, Joseph A Model for Regional Training for Head Start Svs. to Handicapped Children.												X		
Lawson, Kenneth H. "The Justification of Objectives in Adult Education" Studies in Adult Education.		X												
LeTarte, Clyde and Jack D. Minzey Comm. Ed.: From Program to Process.				X										
Lippitt, Ronald The Dynamics of Planned Change.		X												
Lord, Charles B. "A Classification System for Cont. Ed. Programs" Adult Leadership.	X													
Loring, Rosalind and Theodore Wells Breakthrough: Women into Management.					X									

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Lysaught, Jerome P. From Abstract into Action.											X			
Mager, Robert F. Preparing Instructional Objectives.		X												
Marien, Michael Beyond the Carnegie Commission.					X						X			
Meeth, L. Richard Quality Education for Less Money.	X													
Melby, Ernest O. and Vasil M. Kerensky Education II--The Social Imperative.														
Miller, Richard I. Developing Programs for Faculty Evaluation: A Sourcebook.														
Miller, Richard I. Evaluating Faculty Performance.	X					X	X							
Michigan State University The Life Long University.														
Monroe, Charles R. The Profile of the Community College.									X					
Moore, William, Jr. Blind Man on a Freeway.	X													

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Myran, Gundar A. Community Services: An Emerging Challenge for the Community College.				X										
Myran, Gundar A. Community Services in the Community College.														
Nadler, Leonard Developing Human Resources.			X								X			
Nat'l Assoc. of Public Cont. and Adult Education Treasury of Techniques for Teaching Adults.		X												
Nat'l Ctr. for Educational Statistics Higher Education: Education Directory.														
Nat'l Ctr. for Voluntary Action Clearinghouse Green Sheets.														
Nat'l Univ. Extension Association The Continuing Education Unit . Criteria and Guidelines.	X				X									
Never Too Old To Learn. Academy for Educational Devel., Inc.														
Otto, Frederick F. An Analysis of the Present Status of Comm. Svs. Programs Offered by the Pub. Comm. Colleges in MD.				X										
Pfeiffer, William J. and John E. Jones A Handbook of Structured Experiences for Human Relations Training.														

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Pfeiffer, William J. and John E. Jones The 1973 Annual Handbook for Group Facilitators.														
Popiel, Elda S. Nursing and the Process of Cont. Education.						X						X		
Proceedings: Nat'l Conf. on Program Development for and with Deaf People . Univ. of MD Coop. Ext. Svs.	X				X							X		
Raines, Max R. A Comm. Svs. Inventory for Comm. Colleges.				X										
Schacht, Robert H. Residential Adult Education.														X
Shaw, Nathan C. Administration of Continuing Ed.--A Guide for Administrators.	X					X								
Shaw, Nathan C. Comm. Involvement: A Leadership Responsibility for Comm. Svs.	X			X										
Spiegel, Hans B.C. Citizen Participation in Urban Development.				X	X							X		
Striner, Herbert E. Continuing Education as a National Capital Investment.									X					
Thayer, Frederick C. An End to Hierarchy! An End to Competition.	X			X				X			X			

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Thompson, Frances C. The New York Times Guide to Continuing Education in America.						X								
Thornton, James W., Jr. The Community Junior College.				X		X								
Tough, Allen M. The Adult's Learning Projects: A Fresh Approach to Theory and Practice in Adult Learning.												X		
Tracey, William R. Designing Training and Development Systems.	X										X			
Traicoff, George Obtaining Financial Support for Community Services Programs.	X			X										
U.S. Dept. of Health, Education and Welfare Fostering the Growing Need to Learn.														
U.S. Dept. of Agriculture 1974 Yearbook of Agriculture: Shoppers' Guide.														
U.S. Office of the Federal Register Federal Register Daily.											X			
U.S. Department of Labor Continuing Education for Women: Current Developments.											X			
Vermilye, Dyckman W. Current Issues in Higher Education.					X									

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Vermilye, Dyckman W. The Future in the Making: Current Issues in Higher Education.					X									
Verner, Coolie. Adult Education.		X	X											
Wells, Reese "Lifelong Learning" Journal of Research and Development in Education.					X									
Wrenn, C. Gilbert The World of the Contemporary Counselor.			X											

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PROFESSIONAL JOURNALS FOR COMMUNITY SERVICES AND CONTINUING EDUCATION

1: Administrative Management. Geyer-McAllister Publications, Inc., 51 Madison Avenue, New York, New York 10010. M: $7.00; Foreign: $15.00; $1.00/copy.

2. Adult Education. Adult Education Association of the U.S.A., 1225 19th Street, N.W., Washington, D.C. 20036. Subscription: Q: $10.00; $2.15/copy. Free to Members.

3. Adult Leadership. Adult Education Association of the U.S.A., 1225 19th Street, N.W., Washington, D.C. 20036. $10.00 subscription included with membership.

4. American Personnel and Guidance Association Journal. American Personnel and Guidance Association, 1605 New Hampshire Avenue, N.W., Washington, D.C. 20009.

5. Audio-Visual Communications. United Business Publications, Department of Audio-Visual Instruction, 1201 16th Street, N.W., Washington, D.C. 20036. Q: $8.00 (Adv.).

6. Change Magazine: Science and University Affairs. Educational Change, Inc., 59 E. 54th Street, New York, New York 10022. BM: $8.50.

7. The Chronicle of Higher Education. Editorial Projects for Education, Inc., 1717 Massachusetts Avenue, N.W., Washington, D.C. 20036. W: $20.00; $20.00 plus postage foreign; $.60/copy.

8. Community and Junior College Journal. American Association of Community and Junior Colleges, One Dupont Circle, Washington, D.C. 20036. M: $15.00; $.75/copy; Group Rate: $2.00.

9. Community Development Journal. Oxford University Press, 82 Press Road, Neasden, London, N.W. I, England. 3 issues/year.

10. Community Education Journal. Richard C. Pendell Publishing Company, P.O. Box 1666, Midland, Michigan 48640. Quarterly: $7.50.

11. The Community Services Catalyst. National Council on Community Services, One Dupont Circle, Suite 410, Washington, D.C. 20036. Quarterly: $10.00.

12. Continuing Education. Pennsylvania Research Associates Inc., c/o Data Bases, 101 N. 33rd Street, Philadelphia, Pennsylvania. Q: $15.00 (Adv.).

13. Continuing Education Reports. University Press, University of Chicago, 5835 S. Kimbark, Chicago, Illinois 60637. 7 issues/year. Free.

14. Convergence: An International Journal of Adult Education. International Council of Adult Education, Convergence, P.O. Box 250, Station F, Toronto, Ontario, Canada. $6.00.

15. Current Contents: Social & Behavioral Sciences. Institute for Scientific Information, Education Marketing Services Department, 325 Chestnut Street, Philadelphia, Pennsylvania 19106. Restricted to educational organizations. $67.50/year.

16. Higher Educational and National Affairs. American Council on Education, One Dupont Circle, Washington, D.C. 20036. 40 issues/year: $25.00.

17. Intellect: The Magazine of Educational and Social Affairs. Society for the Advancement of Education, 1860 Broadway, New York, New York 10023.

18. Journal of Applied Behavioral Science. NTL Institute, P.O. Box 9155, Rosslyn Station, Arlington, Virginia 22209.

19. The Journal of Continuing Education in Nursing. Charles B. Slack, Inc., 6900 Grove Road, Thorofare, New Jersey 08086. Bi-monthly: $18.00/year.

20. Journal of Extension. Extension Journal, Inc., 216 Agricultural Hall, University of Wisconsin, Madison, Wisconsin 53706. Quarterly: $5.00/year.

21. The Journal of Higher Education. American Association for Higher Education, One Dupont Circle, Suite 780, Washington, D.C. 20036.

22. Journal of Home Economics. American Home Economics Association, 2010 Massachusetts Avenue, N.W., Washington, D.C. 20036. Monthly except for June, July, August - $12.00 for non-members. $1.35/copy.

23. The Journal of Nursing Administration. Journal of Nursing Administration, Inc., Contemporary Publications Associates, Inc., 44 Richardson Street, Billerica, Massachusetts 01821. BM: $15.00.

24. Liberal Education. Association of American Colleges, 1818 R Street, N.W., Washington, D.C. Q: $5.00; $2.00/copy.

25. National Education Association Journal. National Education Association, 1201 16th Street, N.W., Washington, D.C. 20036. M: $10.00; $.80/copy. Subscription included with membership.

26. New Directions for Higher Education. Jossey-Bass Publishers, Inc., San Francisco, California. Quarterly Source Books, (Ed.) J. B. Lon Hefferlin. $25.00/year.

27. National University Extension Association Newsletter. National University Extension Association, University of Minnesota, 2001 Riverside Avenue, Minneapolis, Minnesota 55404. BM: $5.00.

28. Professional Psychology. American Psychological Association, 714 E. Pratt Street, Baltimore, Maryland 21202. Q: $10.00.

29. Social Change. NTL Institute, P.O. Box 9155, Rosslyn Station, Arlington, Virginia 22209. Quarterly: $4.00/year.

30. The Spectator. National University Extension Association, One Dupont Circle, Suite 360, Washington, D.C. 20036.

31. Today's Education. National Education Association, 1201 16th Street, N.W., Washington, D.C. 20036. $9.00/year. Free to members.

32. Women Today. Today Publications and News Service, Inc., 1132 National Press Building, Washington, D.C. 20004.

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